

Retention and Classification Report

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Records Officer Brandi Trujillo

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27338	Financial screenings
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AGENCY: Department of Transportation. Project Development Division

SERIES: 9916

3

TITLE: Annual reports

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/20/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Project Development Division

SERIES: 27338

3

TITLE: Financial screenings

DATES: 2000-

ARRANGEMENT: Alphabetical by name of consultant

DESCRIPTION:

These records are financial profiles of various consulting firms.
They contain private and protected information.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 01/06/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative Fiscal

These records are used by auditors to review the agency's financial dealings with consultants.

AGENCY: Department of Transportation. Project Development Division

SERIES: 27338

TITLE: Financial screenings

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(2)

SECONDARY CLASSIFICATION(S):

Private. UCA63G-2-302(h)

AGENCY: Department of Transportation. Project Development Division

SERIES: 3330

4

TITLE: Highway bridge standard drawing plans

DATES: i 1920-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain 3 years after bridge is completed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Technical drawings: For records prior to and including 1986. Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Technical drawings: For records beginning in 1986 and continuing to the present. Retain in Office for 3 years after bridge is completed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Department of Transportation. Project Development Division

SERIES: 3330

TITLE: Highway bridge standard drawing plans

(continued)

APPRAISAL:

Historical

This disposition is based on the historical value of these drawings.

AGENCY: Department of Transportation. Project Development Division

SERIES: 14828

3

TITLE: Preconstruction program multiple project scheduling report

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes the management unit name, project name, activity description, activity status, planned starting and ending dates, and days and hours worked to finish each activity. Activities include the following: select concept team, develop concept plans, inventory roadway conditions, conduct concept management report, develop mapping and topography, review roadway plans, and prepare for a public hearing.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

AGENCY: Department of Transportation. Project Development Division

SERIES: 14828

TITLE: Preconstruction program multiple project scheduling report

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Project Development Division

SERIES: 14827

TITLE: Preconstruction program scheduled and reported date comparisons report ³

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes date the report was run, project names, and the starting and ending dates of each project (1) as planned, (2) actual date started/ended, and (3) how late it's running.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

AGENCY: Department of Transportation. Project Development Division

SERIES: 14827

TITLE: Preconstruction program scheduled and reported date comparisons report

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public